

Licensing is at the discretion of the local municipality in the State of Indiana (there is not a state heating & cooling license). **The requirements for a reciprocal Heating and Air Conditioning, High Pressure Steam or Refrigeration license in the Consolidated City of Indianapolis are:**

1. **Five (5) years of practical work experience in the heating & cooling field** or a combination of experience and school which totals five years (a maximum of two (2) years may be educational) for a person.
2. **A current license from another jurisdiction that requires testing of the appropriate standard Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC, and Block & Associates) test:**

Air Conditioning "A" - unrestricted. Exam #310

Air Conditioning "B" - 25 tons cooling/500,000 BTUs heating, boiler pressures not exceeding 15 psig steam and 30 psig water. Exam #313

Air Conditioning "D" - 5 tons cooling/300,000 BTUs heating. Exam #314

Refrigeration. Exam #345

High Pressure Steam. Exam #349

3. **Attaining 70.0% or higher** on the appropriate Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block & Associates) Exam
4. **Appear for an interview** at a regularly scheduled meeting of the Board
5. **Approval of the Board of Heating & Cooling Examiners**
6. **Filing of application(s), fee(s), surety bond, general liability insurance and workman's compensation coverage**

The process:

- a. **The applicant must submit the following to the Board 10 (ten) days in advance of the Board meeting:**
 1. Reciprocal License Application
 2. **AN ORIGINAL LETTER** from the City or State sponsoring the exam, on letterhead and signed by a local building official. The letter should state that it was a Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC, and Block exam, the test number, the exam type, exam date, exam score, the passing grade required for that jurisdiction, and the current status of the license. **NO COPIES. The letter verifying the test, current status and reciprocity of the license must be mailed directly to the Consolidated City of Indianapolis Board of Heating & Cooling Examiners.**
 3. **AN ORIGINAL GRADE VERIFICATION AND EQUIVALENCY LETTER** from Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block & Associates) stating that the exam is equivalent to the City of Indianapolis' exam. Prometric Inc.'s phone number is 1-800-280-3926
 4. Resume with work experience

continued

5. **Verification of employment documenting at least 5 years for a person** in the HVACR trade by current and former employers must be verified on original letterhead stationery, including dates of employment (start and end dates) and a description of job responsibilities. If letter of employment verification is not available, letters of reference from supply houses or general contractors/builders who have employed you as an HVACR designer, installer, or technician may be submitted. **At least three (3) signed letters of reference** from customers on original stationery, with phone number and address of person giving recommendation, including the dates and nature of service provided by the applicant.
6. Schooling or training certificates, refrigerant handling license, transcripts, and other HVACR licenses held in other jurisdictions should be submitted if possible.
7. Photocopy of his/her driver's license

It is required by the City Ordinance that the above seven (7) items must be submitted to the Board of Heating and Cooling Examiners for an applicant to be considered for a reciprocal license.

- b. The applicant appears for an interview at a regularly scheduled meeting.
- c. The Board determines if the applicant meets the requirements for a reciprocal license.
- d. If approved, the applicant attends the Orientation.
- e. The applicant may immediately apply for the license(s), submitting proof of surety bond, general liability insurance, and workman's compensation coverage with fee(s) and application(s) for the license(s) to the Licensing Section. Or the applicant may submit the required licensing information at a later date. The applicant is not licensed until this paperwork and fee(s) are filed. Go to <http://www.indy.gov/eGov/City/CodeEnforcement/Licenses/ContractorLicenses/Pages/home.aspx>, and print the Craft License Application(s): Electrical, Heating & Cooling, and Wrecking - Corporation, Partnership or LLC and/or Electrical, Heating & Cooling, and Wrecking - Sole Proprietor or Individual. The specific requirements are included in the applications.

Correspondence should be addressed to:

Board of Heating & Cooling Examiners
1200 Madison Avenue, Suite 100
Indianapolis, Indiana 46225

The Board of Heating & Cooling Examiners meets the second Monday of each month.

Deadline for submittal of exam packet: _____

Mail exam packet to:

Board of Heating & Cooling Examiners
1200 Madison Avenue, Suite 100
Indianapolis, Indiana 46225

Meeting date: _____

1:30 p.m.

1200 Madison Avenue

DECEMBER 28, 2012
JANUARY 29, 2013
FEBRUARY 26, 2013
MARCH 25, 2013
APRIL 29, 2013
MAY 24, 2013
JUNE 24, 2013
JULY 29, 2013
AUGUST 26, 2013
SEPTEMBER 30, 2013
OCTOBER 28, 2013
NOVEMBER 25, 2013
DECEMBER 30, 2013

JANUARY 14, 2013
FEBRUARY 11, 2013
MARCH 11, 2013
APRIL 8, 2013
MAY 13, 2013
JUNE 10, 2013
JULY 8, 2013
AUGUST 12, 2013
SEPTEMBER 9, 2013
OCTOBER 14, 2013
NOVEMBER 11, 2013
DECEMBER 9, 2013
JANUARY 13, 2014

Licensure as a heating & cooling contractor of the appropriate type is required to install, modernize, replace, service or repair all or any part of a heating system, space heating equipment, a cooling system, space cooling equipment or refrigeration equipment.

If he/she in the course of carrying out ordinary maintenance and repair if such work is accomplished by the person in the regular course of his/her sole, full-time employment by the owner of the premises which such ordinary maintenance and repair occurs.

(A maintenance employee whose full-time job is maintenance and repair may do maintenance and repair in a building that is owned by his/her employer, without being a heating & cooling contractor. This does not include installation.

Please phone Tonya Hilliard at (317) 327-8467 or email: tonya.hilliard@indy.gov if you have any questions

HEATING & COOLING RECIPROCAL LICENSE APPLICATION
CONSOLIDATED CITY OF INDIANAPOLIS – DEPARTMENT OF CODE ENFORCEMENT
1200 Madison Avenue, Suite 100
Indianapolis, IN 46225
(317) 327-8467 FAX (317) 327-5397

NAME _____ AGE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE # () _____ WORK PHONE # () _____ FAX # () _____

EDUCATIONAL BACKGROUND IN TRADE: _____

EXPERIENCE

RESIDENTIAL _____ COMMERCIAL _____ INDUSTRIAL _____ TOTAL YEARS _____

PRESENT EMPLOYER: _____ NO. YRS. _____

SPECIFIC DUTIES: _____

PAST EMPLOYER # 1.: _____ NO. YRS. _____

SPECIFIC DUTIES: _____

PAST EMPLOYER # 2.: _____ NO. YRS. _____

SPECIFIC DUTIES: _____

TYPE OF LICENSE REQUESTED:

1. CHECK ONE: ☐ AIR CONDITIONING "A" (UNRESTRICTED)
 ☐ AIR CONDITIONING "B" (25 TONS COOLING/500,000 BTUs HEATING)
 ☐ AIR CONDITIONING "D" (5 TONS COOLING/300,000 BTUs HEATING)
 ☐ REFRIGERATION
 ☐ HIGH PRESSURE STEAM

2. NAME THREE PEOPLE WHO ARE FAMILIAR WITH YOUR WORK.
(SUBMIT WITH 3 LETTERS OF REFERENCE)

1. _____ 2. _____ 3. _____

3. WHY DO YOU DESIRE A LICENSE FOR MARION COUNTY? _____

4. JURISDICTION SPONSORING PROMETRIC INC. (FORMERLY THOMSON PROMETRIC, EXPERIOR
ASSESSMENTS LLC , BLOCK & ASSOCIATES) EXAM:
_____ DATE of EXAM: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

SECTION BELOW TO BE COMPLETED BY BOARD OF HEATING AND COOLING EXAMINERS

APPLICATION APPROVED _____ YES _____ NO _____ DATE APPROVED _____

BOARD MEMBER BOARD MEMBER BOARD MEMBER

IF YOU REQUIRE ANY ADA ACCOMMODATIONS PLEASE PHONE THE BOARD SECRETARY AT 317-327-8467

2013 BOARD OF HEATING & COOLING EXAMINERS POLICY LIST

1. TESTING/REPEAT TESTING OF HEATING & COOLING APPLICANTS

Passing grade for examination is 70%.

Applicants, who score between 69% and 60%, may retest once without reappearing before the board.

After an applicant's second failure, he may not retest for a period of one year. At that time, he must reappear before the board and provide documentation indicating improvement in areas of weakness.

Applicants scoring less than 60% must reappear before the board and provide documented evidence indicating improvement in the areas of weakness before they may retest. This situation shall be allowed once.

The ability to show improvement in areas of weakness requires the applicant to have received the strengths and weaknesses report from the testing agency.

All documentation must be submitted in writing.

An Examination Applicant who was approved to test but did not take the test, may take the approved examination any time within the two year period from the date approval was granted by the Board. If more than two years has elapsed, the applicant must provide documentation that the applicant has worked within the Heating and Air Conditioning field during the previous two years.

2. REINSTATEMENT

A heating and cooling license that has been expired more than one year, requires that the individual license holder appear before the Board of Heating & Cooling Examiners to request reinstatement. If the individual license has expired more than two years but less than four years (expired December 31, 2006), the candidate has to appear before the Board to request reinstatement, providing documentation that he/she has been employed in the trade during the past two years. If the individual license has expired more than four years (expired December 31, 2005 or before), the person has to start all over, requesting to test, document appropriate number of years of experience in the trade, take the test and pass.

3. LICENSE UPGRADE

Once per year, a licensed contractor may take an additional examination to upgrade their license by applying to the Department. *In the following instances, an appearance before the Board is not required to take the examination.*

Air Conditioning "D" license holder may take.....Air Conditioning "B" exam
Or.....Refrigeration exam

Air Conditioning "B" license holder may take.....Air Conditioning "A" exam
Or.....High Pressure Steam exam
Or.....Refrigeration

High Pressure Steam license holder may take....Air Conditioning "D" exam
Or.....Refrigeration exam

Refrigeration license holder may take.....Air Conditioning "D" exam
Or.....High Pressure Steam exam

Service Only license holders may not test without appearing before the board.

4. RECIPROCITY

The Board of Heating and Cooling Examiners may accept reciprocity on a comparable license issued by a municipality or government agency, provided that:

the issuing agency certifies to the Department of Code Enforcement, Consolidated City of Indianapolis, hereafter called Department, that the license is current, that the license is not suspended or revoked, the license meets or exceeds the requirements for the license being applied for and,

the license was issued upon passing a standardized exam produced by Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block and Associates) and the exam was proctored by either Thomson Prometric (formerly Experior Assessment LLC and Block and Associates) or the issuing municipality and,

Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC and Block and Associates) has verified to the Department that the exam is equivalent to the license examinations given by the Consolidated City of Indianapolis and, the applicant meets all other requirements for holding the license for the Consolidated City of Indianapolis and, all documentation must be submitted in writing from the appropriate agency.

Providing that the applicant meets all of the above criteria, the Board of Heating & Cooling Examiners of the Department of Code Enforcement may issue a reciprocal license to the said applicant. The applicant must appear before the Board to receive their license and orientation before it becomes valid. If the applicant does not meet all of the above criteria, then the Board shall not issue a reciprocal license.

5. CLARIFICATION OF ORDINARY, MAINTENANCE, & REPAIR FOR BOARD OF HEATING & COOLING EXAMINERS

Replacement of a residential air conditioning condensing unit will be considered as ordinary maintenance & repair if:

- a. Unit nominal capacity is not increased and,
- b. Unit is not replaced in conjunction with replacement of a fossil fuel furnace and,
- c. Indoor unit is not relocated within the structure and,
- d. Work is not part of a remodel, renovation, or in conjunction with work that produces a change in floor plan of the structure and,
- e. Unit is replaced without the installation, or modification of the electrical supply to the disconnect at the condensing unit and,
- f. The refrigerant number utilized in the system is not changed.

This is based on the concept that replacement of a condensing unit has no impact on the safety of the occupants in the structure.

6. COMPLIANCE WITH ADA STANDARDS IN TESTING

It is the professional judgment of the Board of Heating and Cooling Examiners that heating and air conditioning installers must be able to read and understand complex and varied installation instructions in order to safely and effectively do their jobs. Consequently, the board administers a written test to determine the qualifications of all license applicants. The purpose of this test is to evaluate the applicant's substantive knowledge, and ability to read and understand written instructions. Therefore, requested test modifications related to reading disabilities will be reviewed on a case by case basis, in conjunction with the City ADA counsel, and authorized if the requested modification does not alleviate the applicant from proving these essential abilities.

7. INVOLVEMENT OF LICENSE HOLDER IN A JOINT VENTURE

Non-licensed heating & cooling contractors may enter into a joint venture with a licensed heating & cooling contractor and perform heating & cooling work. An unlicensed person may only perform heating & cooling work under the supervision of a licensed heating and cooling contractor. The licensed person is expected to provide responsible direction and control in specifying the heating & cooling work processes as well as supervising the person accomplishing the work. Either the license holder or an employee, who is directly under the supervision of and directly reports to the license holder, is expected to be on-site providing supervision, and direction. This is especially true if the non-license holder's company is providing the manpower. It is ultimately the license holder who is responsible for the work.

8. CLARIFICATION OF VENTILATION FOR BOARD OF HEATING & COOLING EXAMINERS

Installation of the ductwork for an exhaust hood greater than four (4) square feet or any exhaust hood in a non-residential structure is considered ventilation and requires installation by a Class A, Class B, or Class D heating and cooling contractor.

Heating and Cooling Examiners Probation Policies

- I. Selling a license or lack of supervision will not be tolerated.

First violation – Reprimand and consultation

Second violation – License may be suspended up to 180 days

Third violation – License may be revoked

1. The following are the Guidelines for HVACR License Holders on Probation:

The Board may impose suspension, revocation or ineligibility of license renewal, and then the Board may conditionally suspend the original imposition based upon the contractor satisfactorily fulfilling the conditions imposed by the Board during a given period. Generally, this is what is meant by probation.

1. The contractor is required to request inspections for all work performed during the probation period.
2. The inspection staff will provide periodic updates to the Board concerning the contractor's activities during the probation period.
3. Selling of license, or lack of proper supervision for any project where a permit is required and/or has been issued to The License Holder will not be tolerated.
4. The contractor may be subject to additional Board action for any violations during the probation period which are not corrected in a timely manner; and
5. Failure to comply with any provisions of the probation may result in suspension or revocation of the license for a period of time. The Board shall call a formal hearing before suspension or revocation is determined.
 - a. If failure to comply with one or more provisions of probation is reported, the Board shall hold a Formal Hearing at the first Board Meeting or sooner if necessary, to determine action to be taken regarding The License Holder.
 - b. The Board may require immediate license revocation and other action as needed, in the event that life and/or property are in danger.

The above policies are recommended but in no way limit the action taken by the Board in aggravated circumstances.